

Lowell Public Schools



REPORT ON STATUS OF OUTSTANDING MOTIONS

Report on Motions: February 6, 2019

OFFICE OF THE SUPERINTENDENT

	DATE OF MOTION	MOTION	EXPECTED COMPLETION DATE	STATUS
1. SUPT	01/17/18	<u>School Site Council</u> [by Jackie Doherty]: Request the Superintendent ensure that the LPS website for each school provides information on its School Site Council members, upcoming meeting times, agendas, and minutes similar to the Pyne Arts School website. (repeat from March 2017).		Completed 12/19/18
2. SUPT	03/21/18	<u>Human Resources Compliance Audit</u> [by Connie Martin]: Request that the Administration provide the Lowell School Committee with written recommendations at the April 4th, 2018 meeting, to engage an outside firm to conduct a Human Resources Compliance Audit with a deadline of June 30, 2018 for completion of said audit.	Audit Completed November 2018	Presented 12/05/18 Referred to Personnel Subcommittee
3. SUPT	04/04/18	<u>Policy Regarding MARIJUANA</u> [by Gerard Nutter]: School Committee work with Administration and School / City Attorney's reviewing/ developing a Policy regarding MARIJUANA screening in employment requirements based on changes to State Law.		Will be presented 02/06/19



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4. SUPT	04/04/18	<p><u>Subcommittees by Vote of the Full Committee</u></p> <p>[by Andre Descoteaux]: All Subcommittee meetings shall be scheduled by the explicit vote of School Committee as whole. All Matters or topics discussed in Subcommittee shall be referred to the said Subcommittee by vote of the full Committee at a regularly scheduled meeting. All Subcommittee meetings shall be scheduled by the explicit vote of School Committee as whole. All Matters or topics discussed in Subcommittee shall be referred to the said Subcommittee by vote of the full Committee at a regularly scheduled meeting.</p>		Referred to Policy Subcommittee
5. SUPT	04/04/18	<p><u>Policy on Service Animals</u></p> <p>[by Gerard Nutter]: School Committee work with Administration and School / City Attorney's developing a policy in regard to "Service Animals" for disabled versus "Comfort Animals" in Lowell Public Schools.</p>		Ongoing
6. SUPT	04/04/18	<p><u>MTEL Workshops</u></p> <p>[by Dominik Lay]: Request the Superintendent explore the feasibility of offering MTEL (Massachusetts Test for Educator Licensure) Workshops in order to increase qualified diverse teacher candidates.</p>	This was marked as completed by previous administration	
7. SUPT	06/20/18	<p><u>Rezone the District to Neighborhood Schools</u></p> <p>[by Gerard Nutter]: Request Administration to present by the first School Committee in January 2019 a plan to rezone the district to "neighborhood" schools – presentation should include est. transportation cost saving along with number of students and schools affected and what the new start and dismissal times will look</p>		Presented 01/16/19 Referred to a Joint Finance & Transportation Subcommittee



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		like. The report should also include staying within the parameters of the voluntary desegregation decree.		
8. SUPT	06/20/18	<u>Initiate RFP Process</u> [by Gerard Nutter]: Request Administration to initiate an RFP process for the purpose of hiring a firm to hire a Human Resources Director.		Presented on 01/16/19 Referred to Personnel Subcommittee
9. SUPT	07/25/18	<u>Committee Joining the Existing Law Suit</u> [by Connie Martin]: Requesting that the Administration prepare a recommendation regarding the Lowell School Committee joining the existing law suit regarding the appropriate foundation formula funding with the existing litigants from Worcester and Brockton.		
10. SUPT	09/19/18	<u>Eliminating February/April Vacation</u> [by Gerard Nutter]: School Committee / Administration consider eliminating Feb./April Vacation beginning in the 2019/2020 School Year, creating 1 Vacation week in March.		Presented on 01/16/19 Additional Information Requested



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11. SUPT	12/19/18	<u>Transportation for Public Education</u> [by Gerard Nutter]: School Committee direct Atty. Jim Hall to work with DESE and provide School Committee with Legal opinion on who is responsible to fund transportation for public education, who is responsible by law to oversee public education transportation including routes and bidding and how much if any the City receives in Charter School Transportation reimbursement and why that doesn't go to the School Dept. if School Dept. has to take transportation from city's cash contribution.		
12. SUPT	12/19/18	<u>Legal Opinion</u> [by Gerard Nutter]: School Committee request Atty. Hall to work with DESE to offer legal opinion on how City is able to charge \$1,500,000.00 in health personal cost against NET School Spending but then keep ALL Medicaid reimbursement when School Personal fill out all the required paperwork and if School Personal should cease to do that.		
13. SUPT	12/19/18	<u>Citywide Family Council</u> [by Jackie Doherty]: Superintendent or designee meets monthly during the school year with leadership of the Citywide Family Council.		Completed 01/16/18
14. SUPT	12/19/18	<u>Meeting Cancellation</u> [by Gerard Nutter]: Motion to cancel the Lowell School Committee Meeting scheduled for January 2, 2019		Completed 12/19/18



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OFFICE OF THE ASST. SUPERINTENDENT – FINANCE AND OPERATIONS

	DATE OF MOTION	MOTION	EXPECTED COMPLETION DATE	STATUS
1. FO	11/16/16	<p><u>Establish Monthly Meeting Dates</u></p> <p>[by Jacqueline Doherty]: Respectfully request the Superintendent work with the School Committee and City Council Subcommittees on Facilities to establish monthly meeting dates to address the ongoing issues concerning maintenance of our school buildings.</p>		Ongoing Requested a Joint Meeting 10/09/18
2. FO	01/17/18	<p><u>Special Task Force LHS Stipends</u></p> <p>[by Andre Descoteaux]: Request the superintendent to establish a Special Task Force to review and recommend updates to the current LHS stipends, including but not limited to: Athletic Coaching, Student clubs, Band, and Chorus.</p>		Task Force Established 09/28/18
3. FO	02/14/18	<p><u>New Maintenance of Effort Agreement</u></p> <p>[by Gerard Nutter]: Request the Superintendent to update the Committee on the status of New Maintenance of Effort Agreement with City and set March 1st to finalize and present to the Committee for approval at the March 7th meeting or Per Chap 603 CMR 10.00 we contact the Education Commissioner's Office and request designee to conduct hearing.</p>		Ongoing On hold until new City Manager starts
4. FO	04/04/18	<p><u>School's Outdoor Play Space</u></p> <p>[by Jackie Doherty]: Request the Superintendent provide the committee with a report that describes each elementary and middle school's outdoor play space, including whether they have play structures (none, one, or two) available for student use during recess.</p>		Presented 10/17/18 Will be presented on 01/16/19



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5. FO	04/04/18	<u>LPS Budget's Compliance with City Regulations</u> [by Mayor William Samaras]: Request the City Auditor provides the School Committee with a report on all School Department Budget and Financial issues. Report shall include, but not be limited to, the entering of the FY2018 School Budget into the City's financial system and the school budget's compliance with all City financial regulations and the City Budget.		Ongoing
6. FO	04/04/18	<u>Salvaged Equipment</u> [by Andre Descoteaux]: Ask the Superintendent to request an evaluation of all current useful and/or new equipment that is currently in the High School. That equipment should be salvaged by us and not the demolition company.		Ongoing
7. FO	04/04/18	<u>Share Musical Equipment</u> [by Andre Descoteaux]: Ask the Superintendent to look into how ALL the musical equipment found in all our schools should be evaluated and shared by all schools.		Completed 12/05/18
8. FO	07/25/18	<u>Independent auditor for LPS' Finances</u> [by Connie Martin]: Motion to authorize the Mayor on behalf of the School Committee to retain an independent auditor for the purposes of performing an audit of the Lowell Public School Department's finances and to request two (2) other bids so the Lowell Public Schools does due diligence and we request that the bids be returned within a week.		Completed 12/19/18



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9. FO	08/15/18	<u>Joint City & SC Finance Subcommittee</u> [by Gerard Nutter]: Mayor convene "Special Meeting" between School and City Council Finance Subcommittee with the Superintendent and CITY MANGER the week of Sept. 10th to finalize the Maintenance of Effort Agreement for the 2018/2019 School Year and to discuss the need for the City of Lowell to properly fully fund transportation per MA. State Law and cease decreasing the city's total Cash contribution it provides the schools.		
10. FO	08/15/18	<u>Joint Finance and Facility Subcommittee</u> [by Gerard Nutter]: Request a Joint meeting of the Finance and Facility subcommittee's to review existing job descriptions for "custodians" and consider the need to privatize school building maintenance (painting, minor plumbing, ceiling tile replacements etc.) and look at potential cost versus adequately maintaining these buildings for our students.		
11. FO	08/15/18	<u>Repairs and Improvements From the MSBA</u> [by Andy Descoteaux & Gerard Nutter]: Request that the Superintendent arrange a joint meeting of the Facilities Subcommittees of the City Council and School Committees to discuss these priorities and to set in motion, the paperwork that will seek assistance for these repairs and improvements from the MSBA.		Completed 01/16/19



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12. FO	09/19/18	<u>Policy regarding temperatures /heat index issues</u> [by Gerard Nutter]: School Committee / Administration consider creating a task force that includes health professionals, Principals, School Committee Representative, City DPW , Mr. Underwood and 1 UTL -LSAA-Clerk Rep. to look at creating a policy to deal with temperatures issues.		Completed 01/16/19
13. FO	09/19/18	<u>Bailey School Gym</u> [by Gerard Nutter]: Request padding is added to the walls of the Bailey School Gym for student safety.		Presented 12/19/18 Ongoing
14. FO	10/07/18	<u>Laura Lee as Surplus City Property</u> [by Gerard Nutter]: School Committee VOTE to keep open The Laura Lee Therapeutic Day School as a functioning, needed School building and request City Manager to formally remove it from the Surplus City property list and inform the City Council and residents of Lowell, Nullifying the Vote by the Lowell City Council of June 20th 2017.		
15. FO	12/05/18	<u>Reimbursement of Funding by the City</u> [by Jackie Doherty]: To have the administration prepare a memo informing the City Council that the reimbursement for the Digital Connections Partnership School Grant Program totaling \$553,217.46 that was sent to the Lowell Treasurer/Collector's Office in February of 2018 needs to be forwarded to the School Department as well as the Medicaid reimbursement.		Completed Presented City Council 12/18/18



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16. FO	12/05/18	<p><u>Three Finance Subcommittee Meetings</u></p> <p>[by Gerard Nutter]: Schedule a series of Finance Subcommittee meetings at 5:00 pm before the next 3 SC meetings to review process failures in our Financial department and what processes and procedures have been put in place to prevent the financial fiasco we have been left with.</p>		
17. FO	12/19/18	<p><u>Maintenance of Effort Agreement</u></p> <p>[by Gerard Nutter]: School Committee vote to formally abolish existing Maintenance of Effort Agreement with City and create a subcommittee of Asst. Supt. of Finance, Mayor and Finance Subcommittee Chair to begin negotiations for a new agreement for the 2019/2020 School Year for entire School Committee to approve.</p> <p>Mr. Nutter amended the motion to form a Subcommittee to work with the City to get a new Maintenance of Effort Agreement by March 1, 2018</p>		
18. FO	12/19/18	<p><u>Exit Meeting Surveys</u></p> <p>[by Robert Hoey]: Request that the Superintendent direct Human Resources once the Human Resources Director is in place to conduct exit meeting surveys of teachers that request a transfer including the reasons why they requested a transfer.</p>		



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19. FO	12/19/18	<p><u>Formal List of Recruiting Sources</u></p> <p>[by Robert Hoey]: Request that the Superintendent direct Human Resources to develop once the Human Resources Director is in place a formal list of recruiting sources that work with minorities, female, the disabled, and veterans. Also provide a report on how many employees do we have in each bargaining unit and not affiliated that are minority, disabled, veteran and reservists and guardsmen.</p>		
20. FO	12/19/18	<p><u>Post the HRD Position</u></p> <p>[by Gerard Nutter]: Motion to post the Human Resources Director position.</p>		Posted not filled 09/16/18
21. FO	01/16/19	<p>[by Mayor William Samaras]: Request that the School Committee begin establishing the process for the appointment and hiring of the permanent Superintendent of the Lowell Public Schools.</p>		
22. FO	01/16/19	<p><u>Unaffiliated Staff</u></p> <p>[by Robert Hoey]: Move to pay all unaffiliated staff the same amount the Unions receive.</p>		
23. FO	01/16/19	<p><u>In District Transfers and Departures</u></p> <p>[by Robert Hoey]: Once the HR is hired, a Report on how many in district transfers, and departures out of the district. A list from each individual school for the past five years.</p>		



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24. FO	01/16/19	<u>Current Technology and Anticipated Needs</u> Schedule a Technology Subcommittee meeting to review the district's current technology and assess anticipated needs for current and additional technology.		



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OFFICE OF THE ASST. SUPERINTENDENT – CURRICULUM, INSTRUCTION AND ASSESSMENT

	DATE OF MOTION	MOTION	EXPECTED COMPLETION DATE	STATUS
1. CIA	09/19/18	<p><u>Lowell Educational TV Program</u></p> <p>[by Jacqueline Doherty]: Request the Mayor have the City provide the School Committee with a breakdown of PEG monies being used for educational purposes and revisit the issue of funding staff for the Lowell Educational TV program at LHS. In addition, request the Superintendent (or her designee) meet with LTC to explore a possible collaboration between the two entities and report findings/suggestions back to the Committee.</p>	Also under City Council Motions Emailed to Mayor on 09/21/18	
2. CIA	01/16/19	<p><u>Portrait of Benjamin Butler</u></p> <p>[by Mayor William Samaras]: Request the Superintendent to see if the LHS Social Studies Department work with Lowell Historic Board administrator on crafting a more fitting testimonial to display with the portrait of Benjamin Butler in Lowell City Hall and request that it be sent back to the City Council for final approval.</p>		
3. CIA	01/16/19	Request that the Lowell School Committee draft a resolution in support of Massachusetts Senate Docket 101, An Act providing rightful opportunities and meaningful investment for successful and equitable education, also known as the Education PROMISE Act.		



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OFFICE OF THE DEPUTY SUPERINTENDENT – STUDENT SUPPORT SERVICES

	DATE OF MOTION	MOTION	EXPECTED COMPLETION DATE	STATUS
1. SSS	12/19/19	<u>Yearly Presentation</u> [by Jacqueline Doherty]: Citywide Family Council makes a yearly presentation to the Lowell School Committee in January-February that outlines accomplishments to date and plans going forward.		Will be presented at 01/16/19
2. SSS	12/19/19	<u>Allocates Funds to Support Citywide</u> [by Jacqueline Doherty]: Lowell School Committee allocates funds to support Citywide Family Council per recommendations from Administration, beginning with 2019-2020 budget.		
3. SSS	01/16/19	<u>51As Filed</u> [by Robert Hoey]: Requesting that the Administration provides the Committee with a report on how many 51As have been filed by schools for the 2018-2019 school year and for what reasons.		



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CITY COUNCIL MOTIONS

	DATE OF MOTION	MOTION	EXPECTED COMPLETION DATE	STATUS
1. cc	06/2018	<u>Comcast Funds</u> [by Jackie Doherty]: Request that the Mayor ask the City Council about the School Department receiving the Comcast Funds and how much the School Department will be receiving;	Emailed to Mayor/James 09/21/18	
2. cc	06/2018	<u>Voting Process and Functions of Municipal Government</u> [by Edward Kennedy]: Requesting that the Superintendent and The School Committee Consider Establishing A Mini Course To Be Part Of The Curriculum For Lowell High School Seniors And Adult Education Students That Would Cover The Voting Process In Lowell And The Functions Of Municipal Government.		Referred to Mayor Samaras will be Presented at 10/26/18 City Council Meeting
3. cc	09/19/18	<u>City Auditor Provide Transfers, Issues with Invoices</u> [by Gerard Nutter]: SC request Mayor to direct City Auditor to provide copies of all correspondence between his office and the School Dept. regarding the 2018 Fiscal year relating to transfers, issues with invoices, over payments, items he rejected and how/why he accepted the Fiscal 2018 budget without a vote of the School Committee Authorizing it.	Emailed to Mayor/James on 09/21/18	



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4. cc	09/19/18	<p><u>Breakdown of PEG Monies</u></p> <p>[by Jacqueline Doherty]: Request the Mayor have the City provide the School Committee with a breakdown of PEG monies being used for educational purposes and revisit the issue of funding staff for the Lowell Educational TV program at LHS. In addition, request the Superintendent (or her designee) meet with LTC to explore a possible collaboration between the two entities and report findings/suggestions back to the Committee.</p>	Emailed to Mayor/James on 09/21/18	
5. cc	09/25/18	<p>[by James Millinazo]: Request City Manager prepare a report on who is responsible for the upkeep of the grounds at all of our School Buildings; including staffing levels by shift.</p>	Emailed to City Manager/ Kara on 11/19/18	Completed Presented City Council 12/18/18
6. cc	12/05/18	<p><u>Status of Fire Code Violations</u></p> <p>[by Gerard Nutter]: Request update from City Manager on status of Fire Code Violations, Sanitary Code violations /concerns and if ANY of the safety issues noted in Collins Report have been addressed.</p>		
7. cc	12/19/18	<p><u>Trash Increase</u></p> <p>[by Gerard Nutter]: Request by first School Committee meeting in January, for City Manager's Office to provide to the School Committee, copies of all documentation justifying the trash increase from \$169,064 in 2014 to \$322,037 in 2015 - \$341,095 in 2016 and \$339,943 in 2017 based on this formula in the Maint. of Effort Agreement - the following formula shall be applied: The total yards per week of trash removed for the public schools x 88.35 pounds per years x \$ 70 per ton x 40 weeks of school. To calculate the recycling expense the following formula shall be applied: Total expense of the City of Lowell x 3.28%</p>		



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		(total percentage of trash removal expense).		
8. cc	12/19/18	<u>\$218,000 in Bad Bills</u> [by Gerard Nutter]: Motion to formally request through the Mayor that a motion be sent to the City Council asking them to pay \$218,000 in bad bills to pay for the past year expenditures.		